

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

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August 1, 2011

ADDENDUM #2

REQUEST FOR PROPOSAL #12-02

SENIOR CENTER CAFÉ

Please Note: Two separate proposals are required for this RFP. Price proposals are required in a separate sealed envelope. Do not include prices in the Technical Proposal.

THIS ADDENDUM IS TO: Answer the following Questions submitted at the Pre-submittal meeting on Thursday, July 28, 2011.

Q1. When will the renovation be complete for the café?

A1. The modifications to the café area will be completed by mid-October.

Q2. Considering the donation rate of \$1.75, is there an average price range for the meals?

A2. No, there is no average price range that we expect the chosen vendor to provide. \$1.75 is a donation rate set by the federally funded lunch program. There is no expectation that the cost for the food items provided at the café be comparable to the \$1.75 donation rate. The federally funded program offers a full meal; we expect that the café offer "mini meal" items. It is the responsibility of the vendor to project cost that cover their expenses but allows them to offer a high quality and cost effective menu.

Q3. In the RFP it appears that the only heating equipment is the microwave. Is this true?

A3. The only equipment that the vendor will have access to in the kitchen outside the operating hours of the federally funded lunch program (10-1) is a microwave. There is a portable warming oven that can be used in the café space. An electric warming "burner" will be allowed, but will need to be provided by the chosen vendor

Q4. Do you want to see samples of the types of food containers we plan to use?

A4. Please submit a picture of the food container with your proposal. If vendor progresses to the "tasting" interview with the evaluation committee, they will be asked at that time to bring sample flatware, dishes, etc. that they will use.

Q5. How many other companies are competing for this project?

A5. We are aware of three companies that have expressed their interest. Vendors are not required to notify the purchasing department when they download current bid or RFP specifications from the city's website. There may be more vendors interested than we are aware of.

All other terms and conditions of this bid remain unchanged.

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.

Thank you.



Rositha Durham
Chief Procurement Officer